

Information Services Board (ISB) Meeting Minutes

Department of Information Services Board Room, The Forum Building
Olympia, Washington
July 1, 1997

Members Present:

Dick Thompson
William Anderson
Emilio Cantu
Tom Fitzsimmons
Steve Kolodney
Ed Lazowska
Mary McQueen
W. Hunter Simpson
Marsha Tadano Long
Cathy Wolfe

Others Present:

Todd Sander

Via Telephone:

William Finkbeiner

Members Absent:

Terry Bergeson

Call to Order

Mr. Dick Thompson called the meeting to order.

Roll Call

Sufficient members were present to allow a quorum.

Approval of Minutes

The minutes from the March 13, 1997 and March 24, 1997 ISB meetings were approved.

Justice Information Council

Ms. Mary McQueen, Administrator for the Courts, provided background information on the Justice Information Council (JIC). She stated the purpose of the Council is to facilitate information sharing among the major criminal justice partners and incorporate the standards of the ISB. The Washington State Patrol (WSP), Department of Corrections (DOC), Office of the Courts (OAC) and Department of Licensing (DOL) have been actively working towards development of recommendations for standards that allow data sharing. Mr. Steve Kolodney added the JIC had agreed on how to move forward with the design of the network that would serve the purposes of criminal justice both at the state and local levels.

Licensing Systems Status

Ms. Evelyn Yenson, Director of DOL reported on the status of the DOL licensing systems. LAMP and all of its companion projects including LITE, and the vendor contracts associated with it have all been terminated. All documentation of the projects has been retained and archived as required.

A Request for Proposals (RFP) was mailed to 80 vendors. DOL is seeking assistance with an assessment to determine if there is a business case for improving department business processes and technology. The first phase of the assessment to be completed by December 15, 1997, will identify strategic business directions; ways to improve delivery of services; and the improvement of interfaces with the criminal justice agencies. The second phase will determine the technology necessary to meet the business objectives identified in the first phase, to include a review of the existing UNISYS and LAMP systems. The second phase will be completed by June 1, 1998.

DOL will present the study findings to the Legislature in January of 1998.

Board members emphasized the importance of using an incremental approach when moving towards implementation of new technologies, avoiding the pitfalls of a big, complex system project.

Mr. Thompson said the ISB will be involved in decisions to move ahead based on the findings in the assessment and would expect further briefings around the end of the year on the business case and the preferred technology options.

WSP Data Center Transfer

Chief Annette Sandberg, Washington State Patrol (WSP), presented the results of the review of the business case for transferring the mainframe data processing for the WSP and Department of Corrections (DOC) to DIS. Since DOC moved to DIS following the termination of the LAMP project, it was not feasible to consolidate data centers with the Department of Transportation (DOT). She explained the review looked at three options:

1. WSP and DOT would conduct their MVS mainframe operations in a stand-alone environment at a cost of \$ 6.9 million.
2. Combine operations of WSP and DOT at DOT at a cost of \$10 million for WSP alone.
3. Transfer MVS operations to DIS, retaining the access system; fingerprint identification; server-based applications and WSP network at WSP. After some one time transition costs, the amount will be 5.9 million for the biennium.

She stated the third option is the most cost-effective and asked the Board's approval to transfer mainframe

operations to DIS given the \$1 million saving over the biennium.

Ms. McQueen made a motion to approve the Chief's proposal in concept.

Ms. Tadano Long seconded.

The motion carried.

CTC PC Acquisition

Mr. Andy Marcelia, DIS Senior Policy Advisor, introduced Mr. Jerry Woodard of the Communication Technology Center (CTC). CTC sought approval of an optional use contract to acquire Gateway personal computers for use by higher education institutions. Mr. Marcelia noted the CTC historical aggregate volume of acquisitions for personal computers exceeded \$4 million per year, therefore the CTC was required to seek approval from the ISB for the contract.

Colleges will be eligible to use the contract if they have an internal finding that demonstrates a consistent installed base. It offers convenience since it saves colleges from individually going through the acquisition process each time they need to purchase PC's.

Mr. Thompson asked if Gateway was the only optional use contract for PC's. Mr. Woodard stated there is another optional use contract with Hewlett Packard. Bellevue Community College established a contract with Compaq.

A motion was made to approve the Gateway optional use contract. Mr. Bill Anderson and Mr. Emilio Cantu abstained from voting.

The motion carried.

Revisions to Acquisition Policy

Mr. Alan Schmidt, DIS Senior Policy Advisor, proposed revisions to the Acquisition Policy that would require the ISB to approve high-volume, low individual cost acquisitions and update existing contracting methods for purchased services.

Purchased services include off-the-shelf software, desktop hardware and programming. ISB approval is currently required for single acquisitions of purchased services that exceed an agency's delegated authority. The ISB allows agencies to create contracts for

purchased services with follow-on-use. Follow-on-use means once a contract has been approved, another agency may use the first solicitation as evidence of adequate competition, avoiding a new acquisition process. Recently, several agencies, including CTC, have used this method to acquire hardware or off-shelf software. The implications of this type of purchasing are large aggregate investments are made in information technology without ISB review or approval.

Ms. Tadano Long asked staff to consider the impact on agencies and the ISB if the policy is changed. Dr. Lazowska suggested DIS policy staff clarify the language to avoid unintended consequences.

Mr. Todd Sander, DIS Deputy Director, offered to revise the language of the policy to clarify and address issues raised in the discussion. Following a review of the revisions by the Customer Advisory Board (CAB) and the constituent groups, a revised policy will be presented to the Board.

The Board agreed.

K-20 Network Status

Dr. Ed Lazowska, liaison from the ISB to the K-20 Technical Working Group and Mr. David Danner, DIS Senior Policy Advisor, provided an update on the progress of the K-20 Educational Network project.

Phase one of the network is being deployed and will be up and running in time for the beginning of the academic year. It will service all state community colleges; four-year institutions; educational service districts; as well as schools and districts through previously existing connections. Phase two is underway to explicitly connect all 296 school districts. 52 acquisitions worth \$24 million have been completed.

Dr. Lazowska asked the Board to approve a motion to create an entity to oversee the operations of the backbone network, the K-20 Operations Cooperative (KOCO). KOCO will operate under the direction of DIS initially who will contract with the University of Washington and other entities to provide the services required to manage the network operations

Mr. Hunter Simpson moved to approve the establishment of KOCO to manage the shared portions of the K-20 network. KOCO shall operate on an interim basis under the direction of DIS until such time that the

Telecommunications Oversight and Policy Committee (TOPC) and the Board approve a technical management structure. Mr. Kolodney seconded the motion.

Motion carried.

Remaining Agenda Items

None.

New Business

Mr. Thompson made a motion that the Board allow DOC to move a portion of their computer operations to DIS. This is planned for August and the Board will not meet again until September. Mr. Simpson seconded the motion.

Motion carried.

The Board accepted the resignation of two ISB members, Mr. Hunter Simpson and Mr. Bill Anderson.

On behalf of the Board, Mr. Thompson thanked them for their service to the state and the Board.

Adjournment

The meeting was adjourned.